	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-01/Departmental Stationery
	Document No./Name	1-01/Departmental Stationery
	Effective Date	11/24/10

I. STATEMENT OF POLICY*

It is the policy of the Department of ***Children and Family**** Services ***(DCFS)**** to utilize a standardized format for letterhead office stationery and return address envelopes normally required for correspondence for conducting official daily operations. ***Division/Section**** titles imprinted on stationery, including envelopes, will conform to the designations of the Department and its Office as contained in ***Act 877 of the 2010 Regular Legislative Session**** as amended.

Letterhead stationery and return envelopes shall be printed in black ink. Imprints authorized for display on letterhead stationery (8 ½ " x 11") shall include:

1. ***Division/Section**** title, address, and telephone number, as approved by the Secretary

- *2.**** Name of Governor

- *3.**** Name of Secretary of Department of ***Children and Family Services,**** and

- *4.**** Banner notice at bottom page "An Equal Opportunity Employer" ***and** ***"Child Welfare Programs Accredited by the Council on Accreditation for Children and Family Services"*****


- *5.** Sample of the templates are located on the Intranet at <http://intra/Communications.aspx> for download******

Imprints authorized for display on return envelopes shall include ***Division/Section**** title and address, as approved by the Secretary.

Letterhead stationery will be used only for the first page of correspondence. Continuation pages, if any, will be plain bond stationery of the same quality as the letterhead page.

Use of ***DCFS**** stationery for correspondence other than for conducting official daily operations is strictly forbidden.

NOTE: Envelopes currently in stock with the DSS logo should be used before ordering new envelopes with the DCFS logo*

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II. PROCEDURES

ACQUISITION PROCEDURES:

All printing shall be requisitioned according to procedures outlined in the [Department of ***Children and Family*** Services ISIS/AGPS Manual](#). ***If stationary (including but not limited to envelopes) is ordered it is to be ordered*** directly from Division of Administration State Printing Office, P. O. Box 94095, Capitol Station, Baton Rouge, LA 70804-9095.

Letterhead ***should*** be developed and processed on personal computers as long as standard format is followed. ***Executive Division*** letterhead may be used as a sample for developing letterhead that is specific to individual offices.

Requests not conforming to the policy will be returned to the requesting facility for approval of the Secretary.

The complete address and telephone number for the Materials Management Bureau is:

Department of ***Children and Family*** Services
Division of Management and Finance
Administrative Services Section
P. O. Box 3496
Baton Rouge, LA 70821-3496
Phone: 225-342-4148

III. REFERENCES

There are no applicable statutory references pertinent to the policy.

IV. FORMS AND INSTRUCTIONS

There are no forms and instructions for this policy.